

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

October 21, 2025

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Amendment to Employment Contract for Background Investigator Services

RECOMMENDATION(S)

1. Approve **Amendment No. 1 to Contract No. 22-1022** with Angelica Newland to provide services as a Background Investigator, to amend the salary rate, the medical and dental coverage provision, and include additional benefits effective October 21, 2025, including an estimated increase for 2025-26 of \$4,143, from \$125,279 to \$129,422 (Salary \$81,453 and Benefits \$47,969) for additional benefits, and to exercise the first option to extend the term by one year, for a new total contract term of October 26, 2022 through October 25, 2026.
2. Authorize the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to extend the term of the employment contract for two additional one-year periods, on behalf of the County, subject to County Counsel review.
3. Direct the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to transmit any amendments to the employment contract to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Carolina Mendoza, Chief Deputy Director, 387-0640)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The estimated contract increase of \$4,143 for 2025-26 will be funded within the Sheriff/Coroner/Public Administrator's (Department) existing 2025-26 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Department's Employee Resources Division (ERD) is responsible for recruiting employment candidates and conducting background investigations to obtain information to determine a candidate's suitability for sworn and professional positions in a law enforcement environment. Additionally, ERD conducts investigations for Carry a Concealed Weapon (CCW) permit applicants.

Sworn personnel are typically assigned to conduct background investigations, but are often reassigned or promoted into new positions, creating a need for consistency and continuity of operations that can be provided by non-sworn personnel. Given the workload and to reduce the

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processing time of pre-employment and CCW applicant background investigations, the Department recommended the approval of employment contracts to hire qualified individuals to provide services as Background Investigators.

On October 25, 2022 (Item No. 85), the Board of Supervisors (Board) approved Employment Contract No. 22-1022 (Contract) with Angelica Newland to provide services as a Background Investigator to supplement current sworn positions and provide consistency and continuity of operations for the terms of October 26, 2022 through October 25, 2025, with the option to extend the term for three additional one-year periods. The salary rate provision is being amended to reflect current standard contract language. Also, the medical and dental coverage provision is being amended to reflect the current Medical Premium Subsidy in the existing Memorandum of Understanding for the Technical and Inspection Bargaining Unit. The following benefits are being added to the Contract: Short-Term Disability, Vision Care Insurance, Life Insurance, and Accidental Death and Dismemberment Insurance.

Approval of this item will extend the term for one year, and update and add the above-mentioned benefits to the Contract. Either party may terminate the Contract at any time without cause with a 14-day prior written notice to the other party. The Contract may be terminated for just cause immediately by the County.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on September 25, 2025; Human Resources (Gina King, Assistant Director, 387-5571) on September 26, 2025; and County Finance and Administration (Erika Rodarte, Administrative Analyst, 387-4919) on October 6, 2025.

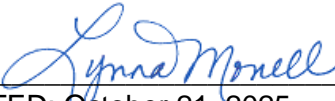
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: October 21, 2025



cc: Sheriff - Mendoza w/agree
Contractor - c/o Sheriff w/agree
File - w/agree
CCM 10/23/2025